Blync
Busy light for Lync®

User Guide

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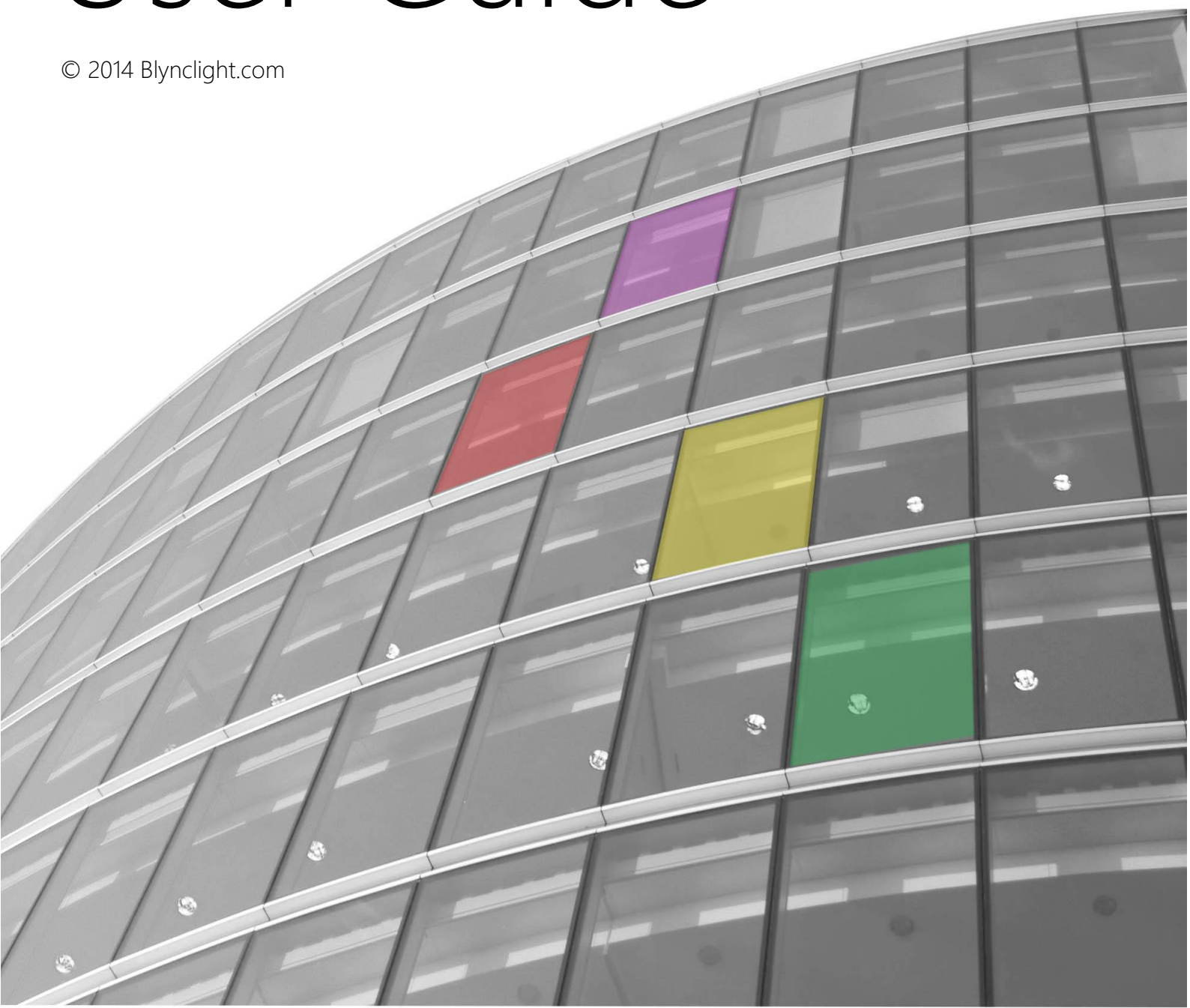

Contents

Installation 3
Prerequisites 3
Package Contents 3
Connect Blync light 3
Install Software 4
Features 6
Sync with Lync mode 6
Flash on New IM 7
Flash on New Call 8
Blink when on Call 8
Busy on Phone Only 9
Light Off on Away 9
Manual mode 10
Support 11
FAQ 11
Log a Support Call 11

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Installation

The purpose of this section is to describe what is required by the Blync light to function correctly and how to successfully install the Blync light on your PC.

Prerequisites

- Microsoft Windows Operating System – supports following versions:
  - XP
  - Vista
  - 7
  - 8
- Microsoft Lync Client – supports following versions:
  - 2010
  - 2013

  (Required if you wish to use the Sync with Lync mode of operation)
- .NET Framework 4.5

Package Contents

- Instruction Slip
- Blync light
- USB cable
- Mount adhesive

Connect Blync light

1. Unpack the Blync light from its plastic packaging.
2. Connect one end of the USB cable to the mini USB port on the Blync light.
3. Now, connect the Blync light to your PC by plugging in the opposite end of the USB cable into an available USB port on your PC (or USB hub).
4. (Optional) Peel off the protective coating from one side of the mount adhesive and attach the adhesive to the bottom of the Blync light.
5. (Optional) Peel off the protective coating from the other side of the mount adhesive and place your Blync light in an appropriate position in view of your surrounding colleagues.

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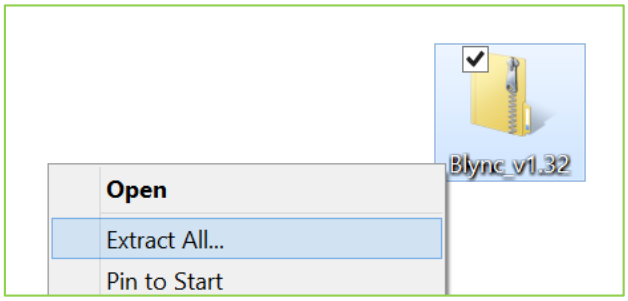
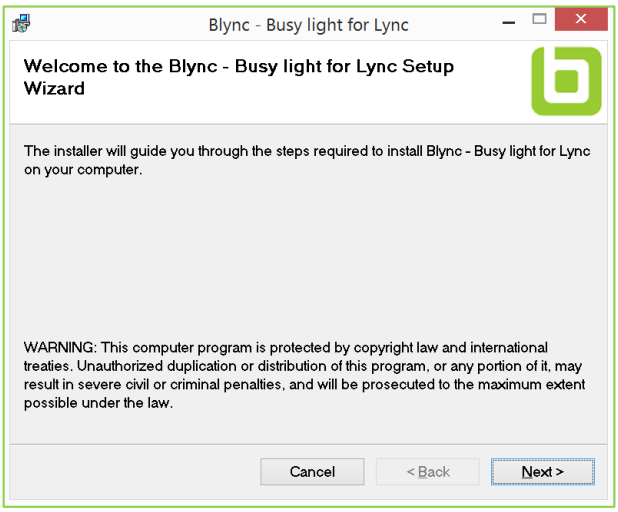
Install Software

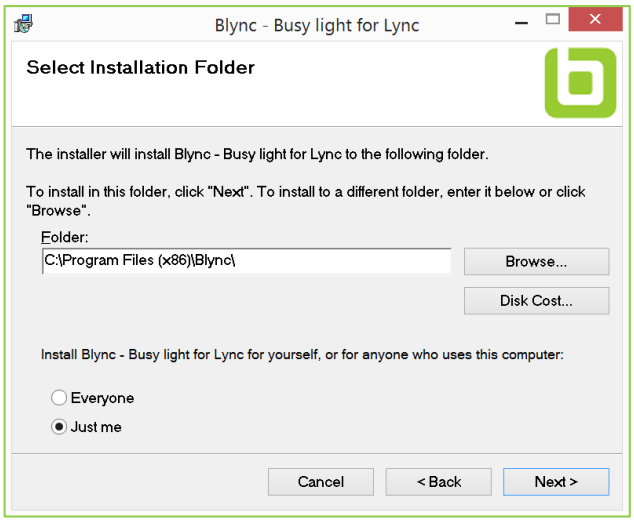
1. Download the latest Blync software from http://www.blynclight.com/install
2. Extract the Blync installer from the zip file downloaded in Step 1.



3. Double click the Blync installer to commence the installation process.


Blync - Busy light for Lync
Welcome to the Blync - Busy light for Lync Setup Wizard
The installer will guide you through the steps required to install Blync - Busy light for Lync on your computer.
WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.
Cancel
< Back
Next >

4. Select the Installation folder for your Blync software and if you will be the only user of the Blync software on this particular machine.


Blync - Busy light for Lync
Select Installation Folder
The installer will install Blync - Busy light for Lync to the following folder.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Folder:
C:\Program Files (x86)\Blync\
Browse...
Disk Cost...
Install Blync - Busy light for Lync for yourself, or for anyone who uses this computer:
Everyone
Just me
Cancel
< Back
Next >

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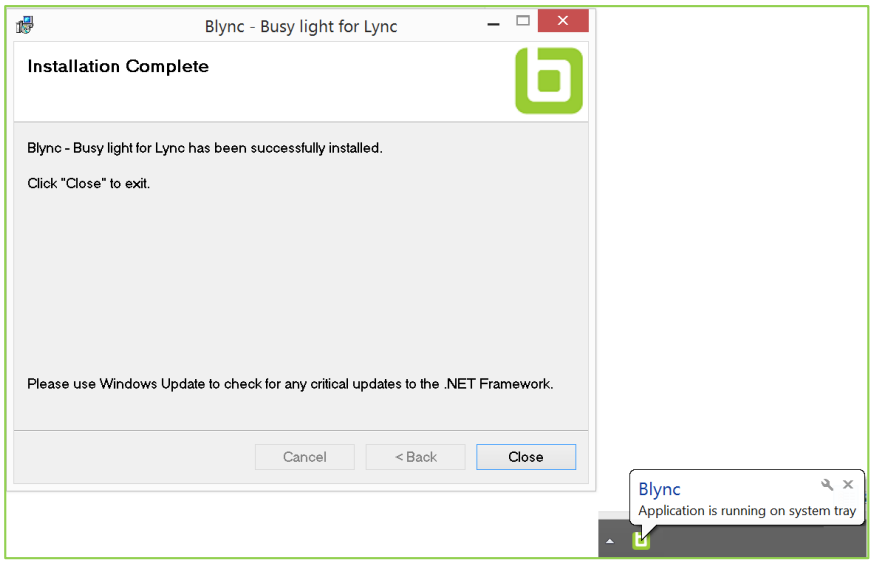
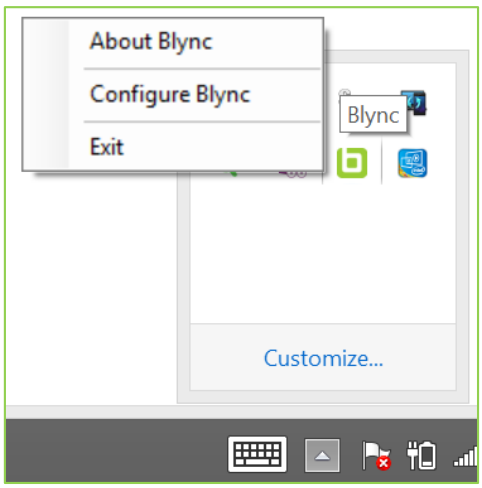
5. Click 'Next' and the installation will begin.
    a. You may be prompted by a User Access Control dialog to confirm you wish to install the software. Click 'Yes' to confirm the installation.

6. The installation process will now complete and the Blync software will run immediately.
    a. If you had connected the Blync device correctly, as described in the 'Connect Device' section above, and you have your Microsoft Lync client signed in you should see your status automatically display on the Blync device.


Blync - Busy light for Lync
Installation Complete
Blync - Busy light for Lync has been successfully installed.
Click "Close" to exit.
Please use Windows Update to check for any critical updates to the .NET Framework.
Cancel
< Back
Close
Blync
Application is running on system tray

Once installed and running, the Blync light can be configured via the Blync application running in your System Tray.



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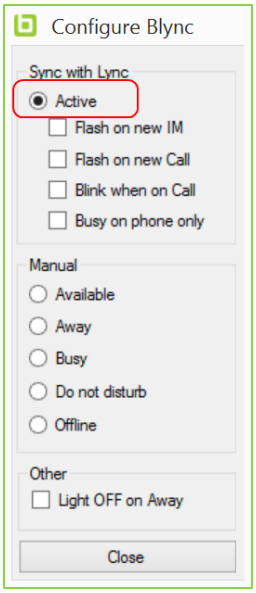
Features

The Blync light has two (2) modes of operation: Sync with Lync mode and Manual mode. The section will describe the features available across each mode of operation.

Sync with Lync mode

The Sync with Lync mode can be activated be selecting the Sync with Lync radio button on the Configuration screen of the Blync software.



This mode of operation integrates with the Lync Client installed on your PC and displays your Lync presence through the Blync light. In this mode the Blync light will provide real-time availability updates to your colleagues by synchronizing with your Lync presence.

The figure below illustrates the color displayed on the Blync light for each Lync presence state.

Available Busy Do Not Disturb Away

As your Lync presence changes the Blync light will automatically change color to reflect your new status.

For example, if you have booked some time in your Outlook Calendar to work on an important document from 10am to 11am, your Lync status will automatically switch to Busy at 10am so, in turn, the Blync light will display the Red color letting your colleagues know you are busy working on an important task. Once 11am is reached, your Lync presence goes back to Available and your Blync light displays the Green color letting your colleagues know you are now free to chat.

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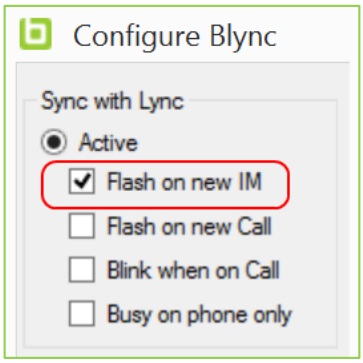
Several features exist in the Sync with Lync mode of operation. These features are:

- Flash on New IM
- Flash on New Call
- Blink when on Call
- Busy on Phone Only
- Light Off on Away

We will go through the configuration and relevance of each feature in the following sections.

Flash on New IM

This feature can be configured by checking the Flash on New IM checkbox from the Configuration screen of the Blync software when running in Sync with Lync mode.



The purpose of this feature is to alert the user than an instant message has just been received on Lync.

With this feature active, once an instant message is received on Lync the Blync light will begin to flash the Red color to signify to the user an instant message has just been received.

This feature is handy for those users who cannot see the Lync client alerts from their desktop while working or cannot hear their PC sound due to a connected headset or open-office noise restrictions.

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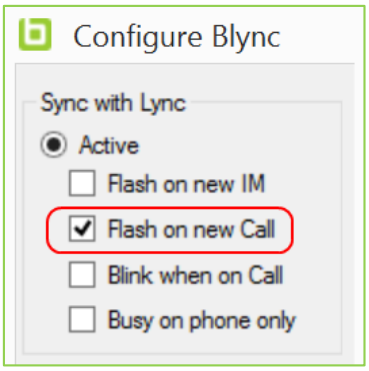
Flash on New Call

This feature can be configured by checking the Flash on New Call checkbox from the Configuration screen on the Blync software when running in Sync with Lync mode.



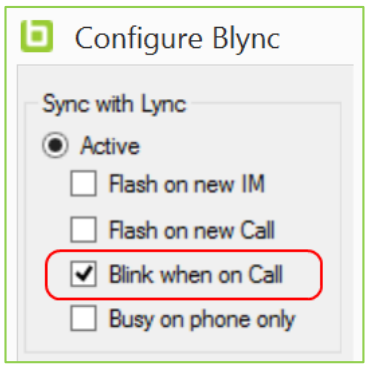
The purpose of this feature is to alert the user than an incoming call is being received on Lync.

With this feature active, once an incoming call is received on Lync the Blync light will begin to flash the Red color to signify to the user that an incoming call is being received.

This feature is handy for those users who cannot see the Lync client alerts from their desktop while working or cannot hear their PC sound due to a connected headset or open-office noise restrictions.

Blink when on Call

This feature can be configured by checking the Blink when on Call checkbox from the Configuration screen of the Blync software when running in Sync with Lync mode.



The purpose of this feature is to alert your colleagues that you are busy on a call.

With this feature active, once you have picked up an incoming call on Lync the Blync light will begin to blink the Red color to signify to those around you that you are now on a call.

This feature is handy for those users working in an open-office plan who may be disturbed by colleagues who cannot distinguish that you are on a call. The Blink when on Call will prompt all those in your environment that you are on a call and to act accordingly.

NB: The difference between Blink and Flash is rate at which the Red color is continually displayed on the Blync light where the Flash displays the Red color at a quicker rate than the Blink.

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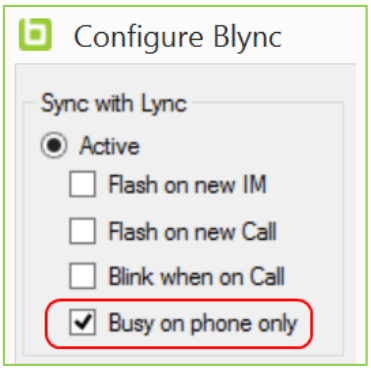
Busy on Phone Only

This feature can be configured by checking the Busy on Phone Only checkbox from the Configuration screen of the Blync software when running in Sync with Lync mode.



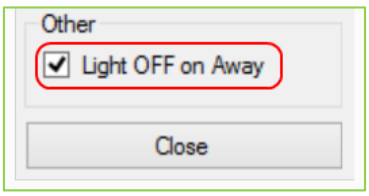
The purpose of this feature is to have the Blync light only show the Busy Red color when the user is on a call.

With this feature active, once you have picked up an incoming call on Lync the Blync light will show the Busy Red color to signify to those around you that you are now on a call.

This feature is handy for those users who always have a fully booked Outlook Calendar to ensure the Blync light is not continually showing the Busy Red status.

Light Off on Away

This feature can be configured by checking the Light Off on Away checkbox from the Configuration screen of the Blync software.



There are two purposes to this feature:

1) Accessibility: this solves the accessibility issue of our Red-Green Color-blind friends who have trouble distinguishing between the Yellow and Green light display.
2) Sustainability: this feature reduces the amount of power consumed by your PC when you are away from your desk and, in turn, reduces the impact on our environment.

With this feature active, once your Microsoft Lync status changes to Away because you have been absent from your computer for a certain amount of time the Blync light will simply switch off.

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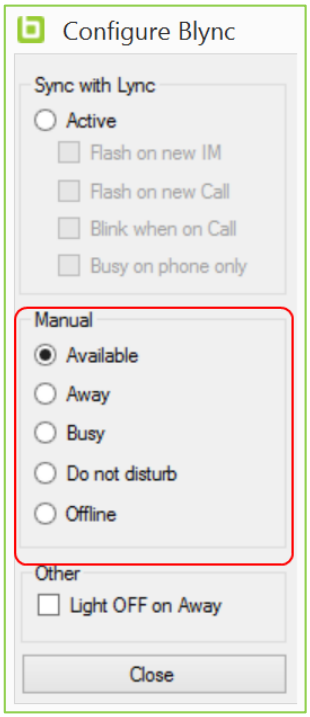
Manual mode

The Manual mode can be activated be selecting any of the status radio buttons enclosed in the Manual grouping within the Configuration screen of the Blync software.



This mode of operation does not require the Microsoft Lync client to be installed and solely uses the Blync software to control the Blync light.

In this mode the Blync light will provide availability updates to your colleagues by you manually controlling the colors displayed on the Blync light through the Blync software.

The figure below illustrates the colors and suggested meanings of these colors when displayed on the Blync light:

Available Busy Do Not Disturb Away

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Support

This section details the different areas you can utilize to get help with your implementation of the Blync light.

FAQ

Our Frequently Asked Questions (or FAQ) lists the responses to all of our commonly received questions.

This should be your first point of support as 9 out of 10 queries are usually resolved by the FAQ.

You can access the FAQ at the URL below:

http://www.blynclight.com/faq

Log a Support Call

If you are unable to resolve your query via the FAQ please log a call with our support team.

To log a support call please visit the URL below:

http://www.blynclight.com/support-call

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